

Minutes

Cuyahoga County Board of Control
County Administration Building, 4th Floor
June 10, 2013 11:00 A.M.

1. Call to Order: The meeting was called to order by County Executive Ed FitzGerald at 11:09 A.M.

Attendees: County Executive Ed FitzGerald
Treasurer Mark Parks
Councilman Michael Gallagher
Councilman Dave Greenspan
Councilman Pernel Jones Jr.
Director Bonnie Teeuwen
Director Lenora Lockett
Alternate Board of Control Clerk Andria Richardson

Clerk David Merriman and Fiscal Officer Wade Steen were unavailable.

Review and Approval of Minutes –

At the June 10, 2013 regular meeting of the Board of Control the following approved items were properly moved and seconded. All items were considered and adopted by all members present, unless otherwise noted. County Executive Ed FitzGerald made a motion to approve, Bonnie Teeuwen, seconded, the minutes were approved as written by unanimous vote.

4. Tabled Items

BC2013-53

Department of Information Technology,

- A) Submitting an RFP exemption, which will result in an award recommendation to RICOH USA, Inc. in the amount not-to-exceed \$158,517.00 for maintenance on 2-IBM 4100 printers for the period 12/1/2012 - 11/30/2015.
- B) Recommending an award on RQ25014 and enter into a state contract with RICOH USA, Inc., in the amount not-to-exceed \$158,517.00 for maintenance on 2-IBM 4100 printers for the period 12/1/2012 - 11/30/2015.

Funding Source: 100% General Fund

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change)

The Department of Information Technology has a present need for maintenance of two IBM 4100 printers, including estimated usage costs (clicks).

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Contract is for three years in an amount not to exceed \$158,517.00. Index Code IS692301

3. Rationale Supporting the Use of the Selected Procurement Method
(include state contract # or GSA contract # and expiration date)

RICOH is an authorized service provider for 4100 Printer maintenance service of IBM Printer products to the County as a State of Ohio Term Vendor Schedule # 800054.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

Four Vendors were approached for a maintenance contract; SHI, CSJ Tech, Sirius Computer Solutions and RICOH. Only RICOH were able to provide a quote.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

Vendor can supply the quality of service that is needed for this equipment in a timely manner.

6. Provide an explanation of unacceptable delays in fulfilling the County's need that would be incurred if award was made through a competitive bid.

Service for this equipment is critical since it involves the printing of all checks and Human Services letters to clients. This equipment must be available 7 x 24 x 365.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

None at this time.

Ed FitzGerald made a motion to approve, Pernel Jones Jr., seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

5. Scheduled Items for Review

BC2013-163

Department of Public Works, submitting an amendment to Contract No. CE0500565-05 with SG USA LTD c/o Scott Kenney, Assistant Vice President of McKinley Inc. for lease of space located at 5398 1/2 Northfield Road, Maple Heights, for the Southeast Neighborhood Family Service Center for use by Cuyahoga Job and Family Services for the period 6/1/2005 - 5/31/2015, to assign the interest to JPMC 2001-A Southgate, LLC c/o Capital Services, Inc., effective 12/29/2011, to change the scope of services, effective 6/1/2012 - 5/31/2014 and for additional funds in the amount not-to-exceed \$127,476.00.

Funding Source: Fiscal Office State Appraisal Funds

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-164

Department of Information Technology, submitting an amendment to Contract No. CE1200477-01 with Unify Solutions, Inc. for consultant services for SAP Human Capital Management professional support services for the period 7/2/2012 - 7/1/2013 to extend the time period to 6/30/2015 and for additional funds in the amount not-to-exceed \$420,000.00.

Funding Source: 100% General Funds

Ed FitzGerald made a motion to approve, Bonnie Teeuwen seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-165

Office of Procurement & Diversity, submitting an amendment to Contract No. CE1100368-07 with Staples Contract & Commercial, Inc. for office supplies for various County departments for the period 7/1/2011 - 6/30/2013 to extend the time period to 9/30/2013 and for additional funds in the amount of \$210,000.00.

Funding Source: 100% General Funds

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-166

Office of Procurement & Diversity, recommending an award:

Medical Examiner

a) on RQ27019 to Life Technologies Corporation, sole source, in the amount not-to-exceed \$190,348.92 for 1-AB3500 Genetic Analyzer HID; 1-AB9700 PCR System and 5- GeneMapper Licenses IDX for the period 5/1/2013 - 8/1/2013.

Funding Source: 100% Gruttadauria Fund

Ed FitzGerald made a motion to approve, Pernel Jones Jr., seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-167

Office of Procurement & Diversity, recommending an award:

Department of Public Safety and Justice Services

a) on RQ27743 to Motorola Solutions, Inc. in the amount of \$158,822.30 for 62- Motorola APX 6000 Radios and 62- chargers.

Funding Sources: FY2010 Urban Area Security Initiative / FY2010 State Homeland Security Program grant funds

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-168

Juvenile Court, submitting an amendment to Contract No. CE1200204-0 with B.I. Incorporated for electronic monitoring services for the period 1/1/2012 - 12/31/2013, to change the terms, effective 7/1/2013 and for additional funds in the amount of \$247,500.00.

Funding Source: 100% General Fund

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

BC2013-169

Department of Public Safety and Justice Services, recommending an award on RQ27560 and enter into a contract with CDI-Infrastructure, LLC dba L. R. Kimball in the amount not-to-exceed \$410,740.00 for the upgrade to the new Next Generation 9-1-1 Public Safety Answering System for the period 6/1/2013 - 5/31/2015.

Funding Source: 100% 9-1-1 Wireless Government Assistance Fund

Ed FitzGerald made a motion to approve, Michael Gallagher seconded, the item was approved by unanimous vote.

Approve
 Disapprove
 Hold

6. Other Business

BC2013-170

Department of Health and Human Services/Division of Children and Family Services, submitting an alternative procurement process to obtain an indoor handicap accessible facility in the amount not-to-exceed \$8,800.00 for a National Adoption Finalization Day event held on November 23, 2013, in connection with Cuyahoga County Adoption Awareness Month (Alternate Procurement Process Ordinance No. 02011-0044 Section 4.4(b)).

Funding Source: Health and Human Services Levy funds

1. Description of Supplies or Services (If contract amendment, please identify contract time period and/or scope change).

The Division of Children and Family Services is requesting authorization for an alternative procurement process regarding the adoption event on National Adoption Finalization Day scheduled for November 23, 2013 at an amount not to exceed \$8,800.00

DCFS intends to secure an indoor, family-friendly, handicap accessible facility for up to 200 people with all necessary rentals for the adoption event: tables, chairs, microphone, and a podium, if possible. Also, free parking for all attendees is a must.

2. Estimated Dollar Value and Funding Source(s) including percentage breakdown (If amendment, please enter original contracted amount and additional amount, if any)

Estimated Dollar Amount: \$8,800.00

Funding Codes: Index Code CF135582; Index Code 0278; Object Code, HO0060

Funding Breakdown: 32% Federal; 68% Health and Human Service Levy

3. Rationale Supporting the Use of the Selected Procurement Method (include state contract # or GSA contract # and expiration date)

Per the purchasing changes effective January 1, 2013, the new procedure for an informal RFP process that is less than \$25,000.00 requires using BuySpeed On-line (BSO) to compile a vendor's list based on the relative commodity code and its subset. As part of this required change, all parties on the BSO vendor's list would have to be sent this RFP. However, this particular RFP is seeking a venue that can accommodate up to 200 guest that is indoor, family-friendly, and handicap accessible. Additionally, the venue would have to allow on-site media coverage of this event. Sending this RFP to all parties listed on the BSO vendor list would impede the process and inundate non-qualified vendors with an opportunity they could not meet.

Nevertheless, a competitive procurement method will be utilized for this informal RFP process. DCFS is asking for permission to modify the current procedures to allow for a minimum of three individuals to

be solicited, via e-mail, to respond to the requirements of this RFP, rather than all the vendors listed under the associated BSO commodity code.

4. What other available options and/or vendors were evaluated? If none, include the reasons why.

None – DCFS has encountered a limited number of venues that can supply the services requested.

5. What ultimately led you to this product or service? Why was the recommended vendor selected?

The adoption event is a family-friendly event scheduled on the National Adoption Finalization Day. An indoor venue that accommodates up to 200 guests with free parking that permits media coverage is required.

6. Provide an explanation of unacceptable delays in fulfilling the County’s need that would be incurred if award was made through a competitive bid.

It would delay the process to go through multiple bids from potential vendors that are not able to meet all of the basic requirements for this event.

7. Describe what future plans, if any, the County can take to permit competition before any subsequent purchases of the required supplies or services.

DCFS plans to issue a RFP for these services to vendors who meet the specific requirements only.

Note: This item was held at the request of the Department.

Approve
 Disapprove
 Hold

7. Public Comment – There was no public comment.

8. Adjournment – Ed FitzGerald made a motion to adjourn, Michael Gallagher seconded, the meeting was adjourned without objection at 11:27 A.M.